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Rules and Regulations

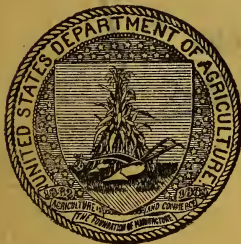
for the

Government of the Watch Force

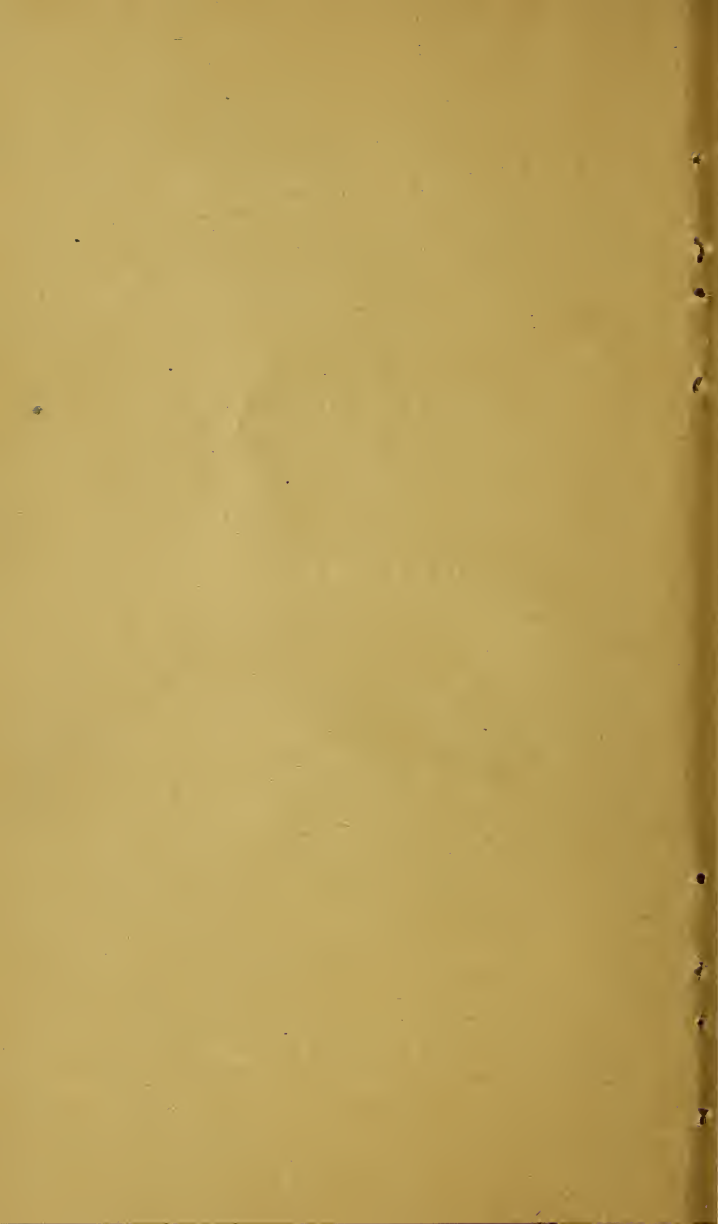
of the

U. S. Department of Agriculture.

EFFECTIVE MAY 1, 1915.



WASHINGTON:
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1915.



Rules and Regulations
for the
Government of the Watch Force
of the
U. S. Department of Agriculture.

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POLICE POWER OF WATCHMEN.

An act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1910 (35 Stat., 1057), provides that—

“ * * * Hereafter all duly and lawfully constituted and appointed watchmen of the Department of Agriculture stationed in and upon the buildings and premises of said department in the city of Washington, District of Columbia, shall have and perform the same powers and duties, while on duty in and about said premises, as the Metropolitan police of the District of Columbia.”

GENERAL REGULATIONS.

1. The Captain of the Watch, acting under the supervision of the Chief Clerk and Custodian of Buildings, will have immediate control of all watchmen of the Department, and will make such distribution of the watch force and posts as will insure the most efficient inspection and surveillance of all buildings under use by the Department.

2. Each day of 24 hours shall be divided into three reliefs, as follows: Day Relief, 7.30 a. m. to 3.30 p. m.; First Night Relief, 3.30 p. m. to 11.30 p. m.; Second Night Relief, 11.30 p. m. to 7.30 a. m.

3. Each night relief shall be in the immediate charge of a lieutenant or acting lieutenant of the watch, whose duty it shall be to see that posts are occupied and that rounds and round calls are properly made, reporting delinquencies to the Captain of the Watch; to patrol all buildings and areaways, and alleyways around same, and report observed accumulations of refuse, garbage, or inflammable material, or broken windows, leaks, etc., or conditions which may jeopardize the safety of buildings or property.

4. All watchmen will report in person at the Watch Office in the Main Building at least five minutes before going on duty, and after so reporting will proceed *directly* to their assigned stations.

5. Between the hours of 6 p. m. and 6 a. m., inclusive, hourly trips of inspection will be made through each building and station by the watchman assigned thereto, beginning during the 10 minutes immediately preceding each hour; each room must be visited and

progress through the buildings reported to the central watchman from the telephone patrol stations. On Sundays and holidays day watchmen will thoroughly patrol the buildings to which they are assigned once every three hours.

6. Each watchman must familiarize himself with the location of all telephone patrol stations in the building to which he is assigned. A list of all such stations is posted in the Watch Office.

7. Central watchmen will be responsible for the daily time sheets and will record thereon the exact time at which each watchman turns in from the various telephone patrol stations, the time at which and the telephone or station from which the lieutenant reports, and under the heading "Remarks" any unusual delays or occurrences and their occasion. All changes from the telephone numbers printed on the time sheets must be explained thereon. In the event a watchman is more than 10 minutes late in making a required call the central watchman will immediately report the fact to the lieutenant on duty for instant investigation.

8. Any absence from duty without notice to the officer in charge of the relief at least two hours in advance will be considered absence without leave and dealt with accordingly.

9. No watchman shall leave his post (until relieved) without permission of the officer in charge of his relief, except in the event of fire or other danger which can be met only by so doing: Provided, however, that watchmen of the Second Night Relief stationed in buildings to which no Day Relief men are assigned may leave their posts at 7.30 a. m.

10. At the close of office hours a tour of all rooms will be made to see that awnings are furled, that

shades are placed at half height, that water is shut off, that steam pipes and open fires are in a safe condition, that fans are stopped, that windows are closed and fastened, and that all unnecessary electric and gas lights are turned off. Conditions other than as indicated will be corrected and reported.

11. Papers or other articles on desks must not be disturbed. The use of office equipment, particularly typewriters, is strictly prohibited.

12. With the exception of rooms which are locked by special written permission of the Chief Clerk and Custodian of Buildings, all office or other rooms must be left unlocked at night. The door of each locked room must be provided with a clear-glass or wire-screen panel, and a key must either be in the possession of the watchman or hung in a glass-front box near the door. Locked rooms which are not thus available for watch inspection will be promptly reported.

13. Watchmen shall learn the location of rooms in buildings to which they are assigned in which burners and incubators are kept burning during the night, and shall pay special attention to those rooms. Watchmen shall also familiarize themselves with the location of refrigerator and water-cooler drip pans in the buildings to which they are assigned, and shall see that they are not permitted to overflow.

14. Watchmen will allow employees to enter the departmental buildings, after office hours, on official business only, during the calendar year or any part thereof, upon presentation of a permit issued by the Chief Clerk and Custodian of Buildings and countersigned by the chief clerk of the bureau, division, or office in which such persons are employed.

15. Registration books are maintained at the main entrances of the various buildings, and the watchmen shall require all persons entering the buildings on passes outside of office hours to sign their names and place therein the hour of their entering and departing from the buildings. Clerks and other employees entering the buildings of the Department before 9 o'clock in the morning should not be required to present a pass or sign the registration book, especially after 8 a. m., and persons returning to the buildings immediately after leaving at 4.30 p. m. for the purpose of getting some article they have forgotten, necessitating their staying in the building only a few minutes, need not be required to present a pass if they are known to the watchmen, *but they should be required to sign the registration book.* Inspectors attached to the Office of Inspection, when properly identified by pass cards or other credentials, will be permitted free access at all hours to all Department buildings, offices, and files, *without registration.*

16. In cases of emergency departmental engineers, electricians, plumbers, or mechanics may be admitted to the various buildings without being required to present passes, but shall be required to register in the book maintained for that purpose.

17. Between the hours of 4.30 p. m. and 9 a. m. only watchmen detailed as telephone operators, and the regular telegraph and telephone operators, will be admitted to the telephone room in the Main Building.

18. No person will be allowed to take out of any building of the Department any parcel, package, furniture, typewriter, or movable property of any description outside of office hours (unless it shall appear from its kind that it is not the property of the Department), except upon the written order of the Secretary,

Assistant Secretary, Chief Clerk and Custodian of Buildings, or the heads of the bureaus, divisions, and offices, which order must specify distinctly the property to be removed, and the permit must be surrendered to the watchman on duty before the property is permitted to leave the building. Watchmen must enforce this rule.

19. From 7.30 a. m. to 8.30 a. m. only one entrance door to each building shall be kept open, and the day watchman in each building should stay at that entrance during that period. At 8.30 a. m. the other principal entrances of the buildings may be thrown open.

20. Watchmen on duty during office hours of the Department shall see that no intoxicated or otherwise objectionable person or persons are permitted to enter the buildings, and shall be responsible for the conduct of those entering while they are on duty. The halls and stairways must at all times be kept free from noise and disturbances; and peddlers, collectors, canvassers, beggars, solicitors of subscriptions, distributors of circulars, vendors of articles, newsboys, etc., shall not be permitted to obstruct *public* business by practicing their vocations in any of the buildings of the Department, except by written permission of the Chief Clerk and Custodian of Buildings. The cooperation of the chiefs of bureaus, divisions, and offices is desired in the enforcement of this rule.

21. Persons found writing upon or defacing in any manner the walls, corridors, or other portions of the buildings of the Department, or changing the phraseology of or disfiguring the rules and regulations posted thereon, or maliciously destroying or damaging departmental property shall be immediately reported

to the Captain of the Watch by the watchman assigned to the building.

22. Watchmen must see that employees are not permitted to congregate or loiter in the corridors during office hours.

23. All lost articles found in the buildings or on the departmental reservation will be turned in to the Captain of the Watch, and lost articles should be reported to him.

24. Cases of accident or serious illness will be immediately reported to the Captain of the Watch.

25. In addition to their regular duties as guardians of the buildings and property of the Department, it shall be the duty of the watchmen to report to the Captain of the Watch on any conditions which they find should be remedied, as, for example, along the following lines:

Accumulation of débris likely to occasion fire.

Storage of inflammable materials.

Broken windows or window fasteners.

Dangerous or exposed electric lighting appliances.

Broken glass in fire-alarm boxes.

Leaks, etc., in radiators and steam-heating apparatus.

Fire hose and extinguishers unavailable for immediate use.

Accumulation of garbage and refuse.

Smoking in rooms containing inflammable materials.

Doors found locked at night.

Use of fireproofing material in incubators and rooms in which lamps or burners must be left going during the night.

Insanitary conditions,

26. The United States flag shall be raised upon the flagstaffs of all buildings occupied by the Department by the Second Night Relief watchmen on their last rounds, and shall be lowered at the close of business hours each day. On February 22, May 30, and July 4, the flag will be raised at sunrise and lowered at sunset.

27. Watchmen while on duty must wear their badges in such position that their authority may be easily recognized, shall be neat and particular as to their personal appearance, and shall at all times conduct themselves in a gentlemanly manner.

28. Watchmen sleeping on duty, or reporting for duty under the influence of liquor, or becoming intoxicated while on duty, will be subjected to furlough without pay or dismissal from the service.

29. Each member of the watch force will be held personally responsible for all Government property assigned to him for use in connection with his duties as a watchman, and such property must be returned to the Captain of the Watch at the termination of his period of service on the watch force, or in the event of his failure to do so he will be required to turn over to the Captain of the Watch a sum equal to the cost of the articles unaccounted for.

30. Watchmen are prohibited from smoking in any building of the Department while on duty.

31. The use of alarm clocks by watchmen on duty is prohibited.

32. The entertainment of visitors by watchmen while on duty is strictly prohibited.

33. Watchmen will not be allowed to substitute for one another.

34. Each watchman will transmit all orders received during his watch to his relief; written orders must

invariably be initialed promptly by each member of the watch force receiving them.

35. No keys belonging to the doors of any of the rooms or buildings of the Department will be taken from the buildings or kept in personal possession by the watchmen, but shall be delivered to the lieutenant in charge of the relief, who will place them upon the keyboard provided for that purpose in the Watch Office.

36. Watchmen will immediately notify the Captain of the Watch of any change in their home addresses.

37. Watchmen must not remain in or around the building after being relieved from duty.

38. A watchman may be allowed two days' relief during each calendar month, within the discretion of the Captain of the Watch.

39. The Captain of the Watch and all other members of the watch force under his control are required to furnish, upon request, such information and render such assistance to inspectors attached to the Office of Inspection as the latter may require in the performance of their inspection duties.

FIRE REGULATIONS.

40. Each watchman will familiarize himself with the location and method of operation of all fire-alarm boxes and stations, fire-gong stations, fire extinguishers, hose lines, and other fire-fighting equipment in the building to which he is assigned. A complete list of all fire-gong stations will be posted in the Watch Office and open to consultation at any time. The location of each master and auxiliary fire-alarm station is shown in the following paragraphs:

41. **Fire-alarm system.**—Following is given, by buildings, a list of the fire-alarm stations in the Department of Agriculture which connect direct with the city fire department, showing the location of each master and each auxiliary box. Immediately under or above each of these fire-alarm boxes is placed a red card with instructions printed in black, as follows:

FIRE ALARM.

In case of fire requiring the city fire department, break the glass front, pull ring to bottom of box once, and then let go of the ring. Report at once to Main Building the location of the fire.

R. M. REESE,
Chief Clerk and Custodian.

Main building.—Master box outside main (north) entrance. Three auxiliary boxes—one in the second floor main hall to the Bureau of Crop Estimates, and one each at the east and west end of the third-floor hallway, at the head of the stairs.

Laboratory A (east wing).—One master box located outside of west entrance on first floor. Four auxiliary boxes—one each in the basement, and on the second, third, and fourth floors, located near the center, on the south side, of the long corridor running east and west.

Laboratory B (west wing).—One master box located outside of east entrance on first floor. Four auxiliary boxes—one each in the basement, and on the second, third, and fourth floors, located near the center, on the south side, of the long corridor running east and west.

220 Fourteenth Street SW.—One master box located outside main entrance on Fourteenth Street. Six auxiliary boxes—one each in the basement, and on the second, third, fourth, fifth, and sixth floors, located on the steel elevator frame.

200 Fourteenth Street SW.—Six auxiliary boxes (connected with the master box in front of 220 Fourteenth Street SW.), one in the basement near the foot of the stairs, one on the first floor, outside the main entrance on Fourteenth Street, and one each on the second, third, and fourth floors, attached to the steel elevator frame at the head of the stairs.

221 Linworth Place SW.—Six auxiliary boxes (connected with the master box in front of 220 Fourteenth Street SW.), one outside the main entrance on the first floor, one in the basement at the foot of the stairs, and one each on the second, third, and fourth floors, at the foot of the stairs, and one on the fifth floor at the head of the stairs.

1304-1306 B Street SW.—One master box, located outside, near main entrance on first floor. Three auxiliary boxes, one in basement hall inside entrance on B Street, and one each at the head of the stairs on the second and third floors.

1316 B Street SW. (Solicitor's office).—Four auxiliary boxes (connected with the master box in front of 1304-1306 B Street SW.), one located outside B Street entrance on the first floor, and one each in the basement and on the second and third floors, located about the center of the hall running north and south.

216 Thirteenth Street SW. (Bureau of Chemistry).—One master box located outside main entrance on Thirteenth Street, first floor. Six auxiliary boxes, one in the basement and one on each floor above the first, attached to the brick column next to the elevator shaft and facing the corridor running east and west.

212 and 214 Thirteenth Street SW. (brick buildings used for storage purposes by the Bureau of Chemistry).—Two auxiliary boxes (connected with the master box in front of the Bureau of Chemistry), one located on the outside street door, first floor, of each building.

215 Thirteenth Street SW. (Division of Publications).—Five auxiliary boxes (connected with the master box in front of the Bureau of Chemistry), one outside near the main entrance on the first floor, one at the foot of the stairs in the basement, and one near the head of the stairs on the second, third, and fourth floors.

224 Twelfth Street SW. (Office of Farm Management).—One American District Telegraph Co. master box, located in first floor hallway, at the foot of the staircase.

Entomology building.—One auxiliary box, on second floor near head of stairs, connected with master box outside main (north) entrance of Main Building.

Mechanical shops (Thirteenth and B Streets NW.).—One master box, located outside near west (Thirteenth Street) entrance. Seven auxiliary boxes

fire-gong stations, and in the use of fire extinguishers and other fire-fighting paraphernalia.

45. Watchmen shall see that all approaches to fire escapes and stairs are at all times kept free and unobstructed, and shall report to the Captain of the Watch any condition which may endanger or obstruct the rapid exit of employees in the event of fire.

46. On his rounds each watchman will carefully inspect the fire-fighting equipment on and in the vicinity of his post, and report to the Captain of the Watch any which may be found in a condition unavailable for immediate use.

SPECIAL INSTRUCTIONS.

MAIN BUILDING.

47. All doors of the Main Building, with the exception of the main (north) entrance, shall be closed and locked at 4.30 p. m. sharp on every working day.

48. The front door of the Main Building will be locked by the watchman on duty in that building during the night before starting on his hourly rounds, and the key taken from the door and turned over to the central watchman during the time he is away on his rounds.

49. The watchman on day duty in the Main Building shall answer all calls made on the inside telephone system between the hour of his going on duty and the time of the arrival of the regular telephone operators, and also on Sundays and holidays, in order to provide continuous telephonic communication between all buildings on and about the Department reservation.

50. The telephone connection in the Chief Clerk's office for outside calls after 4.30 p. m. is to be used for official business only, and the watchmen on duty in the Main Building during the night and on Sundays and holidays will see that all persons (including themselves) who may use the telephone make a memorandum of the number called, so that a report may be made to the telephone operator on the following morning.

51. Official telegrams and special-delivery letters, with the exception of "Special A" letters of the Bureau of Crop Estimates, offered for delivery outside

of office hours will be received and receipted for by the watchmen on duty at the Main Building, and will be turned over to the Captain of the Watch at 9 o'clock on the morning of the following business day.

52. On speculative crop-report, days no person or persons will be permitted to enter or leave the Bureau of Crop Estimates between the hour of 9 o'clock a. m. and the time the crop report is to be issued. In addition to the regular watchman at the main entrance of the Main Building there will be another watchman stationed on the landing of the main stairway to the Bureau of Crop Estimates, who will prohibit any persons entering or leaving the Bureau of Crop Estimates during that period.

All entrances to the Bureau of Crop Estimates, with the single exception of the main doorway, will be locked from the outside promptly at 8 o'clock a. m., and the main doorway will be locked from the outside at 9 o'clock a. m., to so remain until the report shall have been issued.

All telephones connecting with the Bureau of Crop Estimates will be disconnected at or before 7.30 o'clock a. m. of the day on which the speculative crop report is to be issued, and will remain disconnected until after the report is issued.

STABLES.

53. In the event of sudden or severe sickness of a horse in the Department stables during the night, the watchman on duty will call upon Dr. B. T. Woodward, veterinarian, Quarantine Division, Bureau of Animal Industry, whose telephone number is Lincoln 3922. In all cases where it becomes necessary to call upon Dr. Woodward, the watchman should immediately call

in one of the regular stablemen to be on hand to assist the veterinarian.

LABORATORY A.

54. The entrance doors to Laboratory A shall be carefully watched at the close of office hours each day. Two watchmen are directed to report for duty at this building at 3.30 p. m., and these watchmen are instructed to *close and lock* the doors opening at the east and west ends of the basement floor at 4 o'clock p. m.; and no person shall be allowed to enter or leave the building at these basement doorways after 4 o'clock, unless by special permission of the Captain of the Watch.

At 4 o'clock the two watchmen shall go to and guard the two entrances on the first floor, one at the west entrance and the other at the B Street entrance. No person shall be admitted to the building thereafter except on business, and passes will be required of all persons entering the building after 4.30 p. m., as provided under section 14.

One watchman shall remain at each of these doors between 4.30 and 5 o'clock p. m., after which time the doors shall be closed and locked, and the watchman having his post on the lower floors of the building shall remain at the B Street door until 6 o'clock, in order to let employees out of the building. He should then attend to his rounds and duties in the different rooms, and at the same time keep watch on the door, to enable employees to leave the building at the B Street entrance only, and to see that the door is securely fastened after each person is let out.

The watchman having the station on the upper floors will go to his station about 5 o'clock p. m. and attend to his duties and rounds on the upper floors.

LABORATORY B.

55. The instructions in the preceding paragraph covering Laboratory A will also apply to Laboratory B, with the exception that the watchman having the station on the upper floors will go to the east entrance of Laboratory B, instead of the west entrance, as in Laboratory A.

GARDENS AND GROUNDS.

56. The patrolling and watching of the gardens and grounds in the reservation of the Department of Agriculture is under the immediate supervision of the Assistant in Charge of Experimental Gardens and Grounds, and is not connected with the work of guarding and patrolling the buildings of the Department. The lieutenants in charge of the various reliefs and the central watchmen will cooperate in all possible ways with the watchmen *guarding* the grounds and gardens of the Department.

57. Disobedience of these rules or failure to report any violation of them will be dealt with as occasion may demand.

R. M. REESE,

Chief Clerk and Custodian of Buildings.

Approved:

CARL VROOMAN,

Acting Secretary.

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